

ROUTING AND TRANSMITTAL SLIP		Date
		10 SEPT 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	EXA/DDA	<i>[Signature]</i> 10 SEP 1986
2.	ADDA	<i>[Signature]</i> 11 SEP 1986
3.	DDA	<i>[Signature]</i> 11 SEP 1986
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Carpet and Wallpaper for ICS

FROM:

AO/DCI
7D19 HQS

EXTENSION

NO.

DD/A Registry

86-1557X

DATE

9 September 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA
7D18 HQSX 11 Sept.
1986

2.

3. DDA

15 SEP 1986

WAF

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
FILE: 45-4

86-1557X

CONFIDENTIAL

9 September 1986

MEMORANDUM FOR THE RECORD

SUBJECT: Carpet and Wallpaper for ICS

1. The attached requisitions were submitted for consideration because the 15 August procurement deadline for such items required a waiver by the DCI designated officer.

2. The covering memorandum forwarding requisitions lacked pertinent information (competitive bid quotes, landlord responsibility, age of carpet, etc.) that was necessary prior to approval which resulted in an attempt on the part of C/ICS/Admin Staff to end run by obtaining verbal delegation of authority from [redacted] C/Procurement, without informing [redacted] of my concerns. Per DDA's request, I asked [redacted] to rescind the verbal approval and to explain to ICS/Admin Officer that the same rules apply to ICS that apply to other Agency offices when requesting procurement services.

3. The last conversation held with [redacted] (C/ICS/Admin) on 21 August ended with him accusing me of interfering in ICS business and that I, not he, would have to deal with Ms. Page on ICS carpet/wallpaper requirements. In order to bring ICS's requirement to a quick resolution, I telephoned Ms. Page who was ill-informed and obviously alerted of my pending telephone call. Upon reaching Ms. Page on the telephone, and before I had an opportunity to talk about the ICS requirement, she criticized me professionally as a trouble maker who had no business interfering in ICS business and who had no right to challenge her decision, and that my waiver was not required inasmuch as they have their own budget, etc. I was most courteous to Ms. Page and explained that the procurement rules apply to ICS when they request assistance from Procurement Division; that I was not second-guessing but needed additional information to support their requirement and to defend why I signed the waiver. Ms. Page stated that in the past those procurement actions processed through DCI/Admin have been proforma until I arrived on the scene. I explained that it was not reasonable for senior managers to

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SUBJECT: Carpet and Wallpaper for ICS

ask that employees approve requests without obtaining the necessary information to support the request and to satisfy federal regulations. The conversation ended courteously with my asking for a contact point. To expedite ICS's request, I visited ICS on 28 August at 1015 hours to get answers to questions and to see the areas involved. I fully agree that the areas in question do need refurbishing and I signed the requisitions for audit purposes. I asked OL/Procurement to give ICS delegation of authority to proceed with the work inasmuch as they had obtained three verbal bids and had accepted the lowest bidder. ICS/Logs will forward memo to OL/Procurement listing bids from the three contractors.

4. I checked later in the day to ensure that OL/Procurement and ICS/Logs had talked and that ICS's requirement was on track.

25X1



Administrative Officer/DCI

Attachment

As stated

Distribution:

Original - AO/DCI

1 - DDA

1 - ADDA

1 - DCI/Logs

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ROUTING AND TRANSMITTAL SLIP

Date 8/27

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	<i>Jim</i>		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

[Redacted] is a GSA controlled federal office building. Carpeting is the responsibility of the Tenant agency. GSA does not pay.

[Redacted]

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Prescribed by GSA
FPMR (41 CFR) 101-11.206

25 August 1986

MEMORANDUM FOR: Administrative Officer, DCI

FROM : Chief, Administrative Staff
Intelligence Community Staff

SUBJECT : Request for Waiver of Deadline on Attached
Requisitions, 1501-86223-126, 1501-86226-125, 1501-86226-130

STAT
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SIAI

1. The attached requisitions are for carpet and wallpaper for the [redacted] The wallpaper and one requisition for carpet are for the sixth floor [redacted] and the other requisition for carpet is for the basement area [redacted] The offices of the Director and Deputy Director, ICS, and the offices of the Director and Deputy Director of Central Intelligence are located on the sixth floor.

2. On both floors, the carpet and the wallpaper on the sixth floor are in very bad condition. In the case of the wallpaper, especially in the large conference room, the offices of the DCI, DDCI, D/ICS, and DD/ICS, the paper is literally coming off the walls. The carpet on both floors is badly worn and in several areas is close to being a safety hazard.

3. It is requested that you approve the waiver of deadline dates on these requisitions.

4. These items were routinely scheduled for replacement and budgeted for in 1986. Since we were paying for them with ICS money, we put them on 88's and thought we were within the deadline dates. The ICS budget is separate from CIA's budget.

STAT

[redacted]

Chief, Administrative Staff
Intelligence Community Staff

Page Denied

Next 9 Page(s) In Document Denied